

PLANNING AND DEVELOPMENT DEPARTMENT



INSPECTION SERVICES DIVISION CITY OF HIGH POINT NORTH CAROLINA

APPLICATION FOR BUILDING PERMIT FOR SHOWROOM UPFIT

LOCATION

Address: _____
Building: _____ Wing: _____
Showroom Name: _____ Suite/Space No: _____

CONTRACTOR

Name: _____ Telephone: _____
Address: _____
City: _____ State: _____ Zip: _____
N.C. Contractor License No.: _____ Applicant _____
City of High Point Contractor No.: _____

CONSTRUCTION COST

Total cost of all construction (include Building, Electric, Plumbing, HVAC)
\$ _____

BUILDING OWNER

Name: _____ Telephone: _____
Address: _____
City: _____ State: _____ Zip: _____

OFFICE USE ONLY

Date Application Received: _____ By: _____

() Approved
() Conditionally Approved
() Denied

COMMENTS: _____

Person Contacted

Date

C. E. O.

Zoning District: _____

Permit Fee: _____

SHOWROOM UPFITS PERMIT PROCEDURE

A. Application

Applicant files three (3) sets of plans with completed showroom upfit application. Completed application and plans shall be accepted by the permit center and forwarded to the Plans Reviewer and Fire Department for review.

B. Plans

Plans shall contain the following information:

Title Block:

- | | |
|-----------------------|---------------------------------------|
| (1) Street Address | (4) Scale of Drawing |
| (2) Space/Suite No. | (5) Date |
| (3) Name of Exhibitor | (6) Designer Name, Address, Telephone |

Building Data:

- | | |
|----------------------------|---------------------------|
| (1) Type of Construction | (3) Building Height |
| (2) Fire District (Y or N) | (4) Sprinkled/Unsprinkled |

Floor Plan:

- | | |
|---------------------------------------|---|
| (1) Exits | (8) Ceiling construction/Rating |
| (2) Exit/Emergency Lighting | (9) Interior Finish, Flamspreads |
| (3) Doors (Type, Director of Swing) | (10) Platforms |
| (4) Tenant Separation (Hourly Rating) | (11) Handicap Accessibility |
| (5) Corridor Width/Rating | (12) Sprinkler Improvements |
| (6) Firewalls | (13) Proposed Electrical, Plumbing, HVAC Improvements |
| (7) Walls/Partitions | (14) Vicinity Plan of entire building |

C. Review

The Plans Reviewer and Fire Department shall review plans for code compliance. Upon completion of review, applications shall be designated: "Approved," "Conditionally Approved," or, "Denied," as described in Section 9.03 b (2). Plans and applications shall be noted appropriately with comments, applicant notified, and plans returned to the Permit Center. The Date and time of notification to the applicant shall also be noted on the application.

D. Permits

Applications designated "Approved" and "Conditionally Approved" shall be prepared for permit issuance at the Permit Center. One copy of the plans shall be maintained in the tenant upfit file, filed in chronological order by permit number, and one copy shall be returned to the applicant to be maintained at the construction site. Denied plans shall be noted appropriately and returned to the permit center for distribution to the applicant.